

CITY OF PLEASANT HILL

Established: 11/02

Pay Range: 151

Bargaining Group: PACE

HUMAN RESOURCES ANALYST

DEFINITION

To perform a variety of professional human resources ("HR") duties in the areas of administration, classification, compensation, recruitment and selection, training, and benefits administration; and to assist in the maintenance of the City's HR programs.

EQUIPMENT, METHODS & GUIDELINES

Uses Federal, State and local laws, policies, procedures, as well as municipal regulations. Record keeping, telephones, FAX machine, PC terminal, various software applications, printer, calculator, adding machine, copy machine and various resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including some that are conducted in the evening. May also include irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as ability to understand and carry out oral and written instruction. The work requires the ability to bend and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds such as files, folders, records, etc.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Human Resources; may exercise technical and functional supervision over Human Resources Technician.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Assist departments in determining most effective organizational structure and staffing patterns using current classifications or developing new ones as appropriate.

Research, compile, analyze and evaluate general and statistical information regarding selection procedures, recruitment methods, equal employment, benefits administration and other HR practices and procedures.

Prepare periodic and special reports; prepare studies and make recommendations regarding HR policies and procedures.

Provide assistance in labor relations activities including negotiations and contract interpretation.

Recommend and assist in the implementation of goals and objectives for areas of assigned program responsibility; establish schedules and methods for achieving program work objectives; implement policies and procedures within program areas.

Evaluate operations and activities of assigned program responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Plan, prioritize, assign, and review the work of technical and clerical staff as assigned.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, and equipment; monitor and control expenditures.

Oversee the City's recruitment and selection program, including brochure development, screening guidelines; test question design, and candidate management.

Assist with the management of the City's classification plan; conduct job analyses, develop classification specifications and prepare related recommendations.

Provide information regarding employment opportunities and City HR procedures; advise departments regarding grievance and/or disciplinary actions; interpret policies, regulations and codes.

Identify, plan, organize and facilitate various training activities related to mandated training such as safety, security, and fire prevention.

Administer equal employment and affirmative action programs, as directed, preliminary investigation of discrimination and harassment complaints and compliance enforcement activities for City departments.

Administer various benefit programs, including but not limited to health, life, vision, dental, and unemployment insurance, retirement and deferred compensation plans; prepare recommendations regarding third party administrators, City self-insured programs, and other benefit programs.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of HR administration and principles of organization and management.

Modern office procedures, methods and computer equipment.

Computer software, including word processing, spreadsheet, and database applications.

English usage, spelling, punctuation, and grammar.

Elementary statistics, including calculation of mean and median.

Ability to:

Apply principles and practices of human resources administration.

Read, analyze, evaluate and summarize written materials and statistical data.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare technical written materials and apply statistical formulae.

Interpret and apply pertinent local, State, and Federal laws and regulations.

Maintain confidentiality.

Plan, coordinate and organize work to meet deadlines.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of professional human resources administration experience.

Training:

Equivalent to a Bachelor's degree from a university with college level courses in human resources, statistics, public administration, business practices, or a closely related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, a valid California driver's license as required by the position.